

## **BOURTON-ON-THE-WATER PARISH COUNCIL**

### **VOLUNTEERING POLICY**

1. Volunteers are an important and valued part of Bourton on the Water Parish Council ("the Council"). The work volunteers carry out on the Council's behalf are of enormous benefit to the Council and the community as it will minimise the burden on the Council's budget and thereby enable a greater range of projects to be undertaken to improve local facilities. It will also provide an opportunity for the community to feel more involved in the work of the Council and thereby hopefully foster a spirit of volunteering and community participation across all generations, on an ongoing basis.
  
2. Bourton on the Water Parish Council undertakes to:
  - introduce volunteers to the organisation and their role in it;
  - designate a Coordinator who will meet regularly with the Council to discuss how the different work projects will be undertaken, and provide guidance in those tasks, and feedback to the Council
  - respect volunteer skills, dignity and individual wishes and do its best to meet them;
  - reimburse authorised expenditure against receipts;
  - consult with and keep volunteers informed of possible changes;
  - provide equipment and tools as and where necessary;
  - insure volunteers against injury suffered or caused due to negligence;
  - provide a safe workplace;
  - apply its Equal Opportunities and Health & Safety policies to volunteer work;
  - establish and circulate generic risk assessments for different category of works; the risk assessments will be amended to suit individual projects when the generic assessment is not adequate for the scope of project to be undertaken;
  - meet regularly with Coordinators to discuss the scope of each project and ensure there is an opportunity to provide feedback between volunteers and the Council;
  - recruit additional volunteers from amongst the wider community to assist with projects if required;
  
3. Volunteers are asked to:
  - work reliably to the best of their ability, and to give as much warning as possible whenever they cannot work when agreed;
  - carry out works with reference to the Council's Risk Assessments (circulated) and follow the Council's procedures and requirements, including those relating to health and safety, equal opportunities and confidentiality.

Adopted 6<sup>th</sup> May 2020